

## TUTORIAL

## FEEDBACK

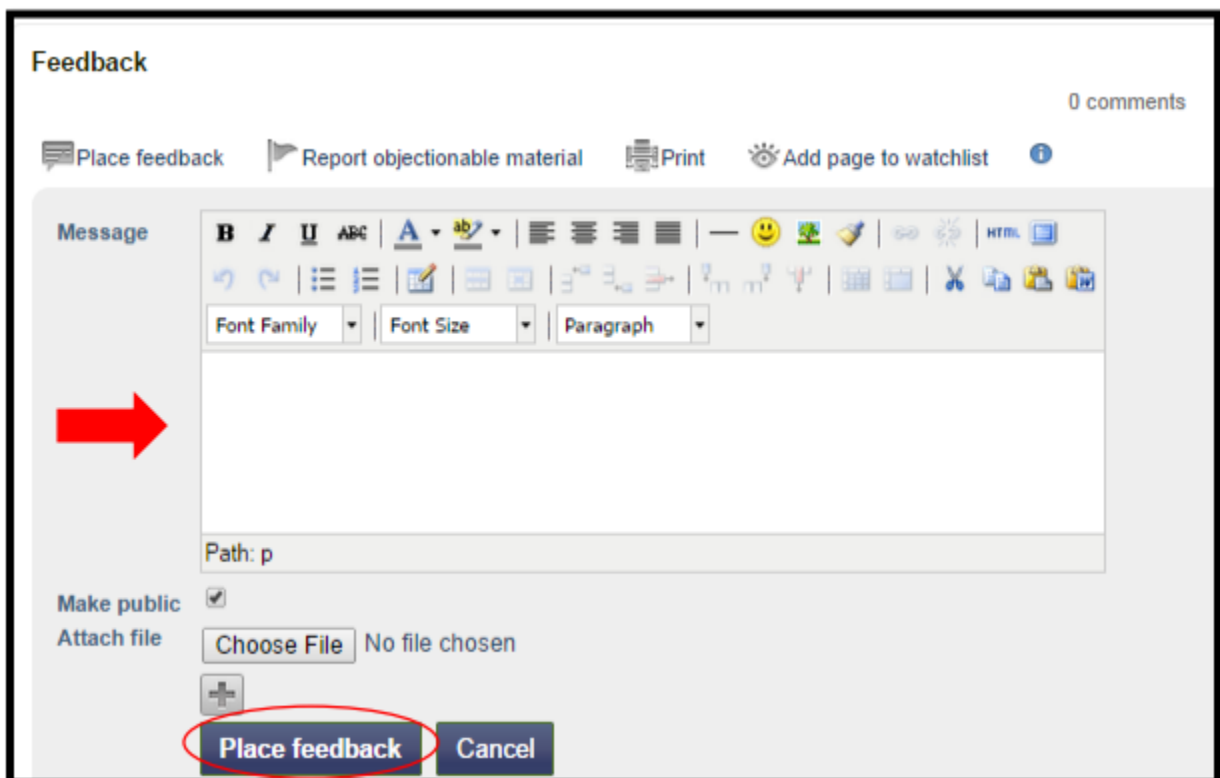
This tutorial will show you how to place and receive feedback.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Go to the page where you wish to place feedback and scroll to the bottom. Click the **Place Feedback** button.



2. A text box will appear where you can type your comments. Click the **Place Feedback** button underneath the text box to place your comment.

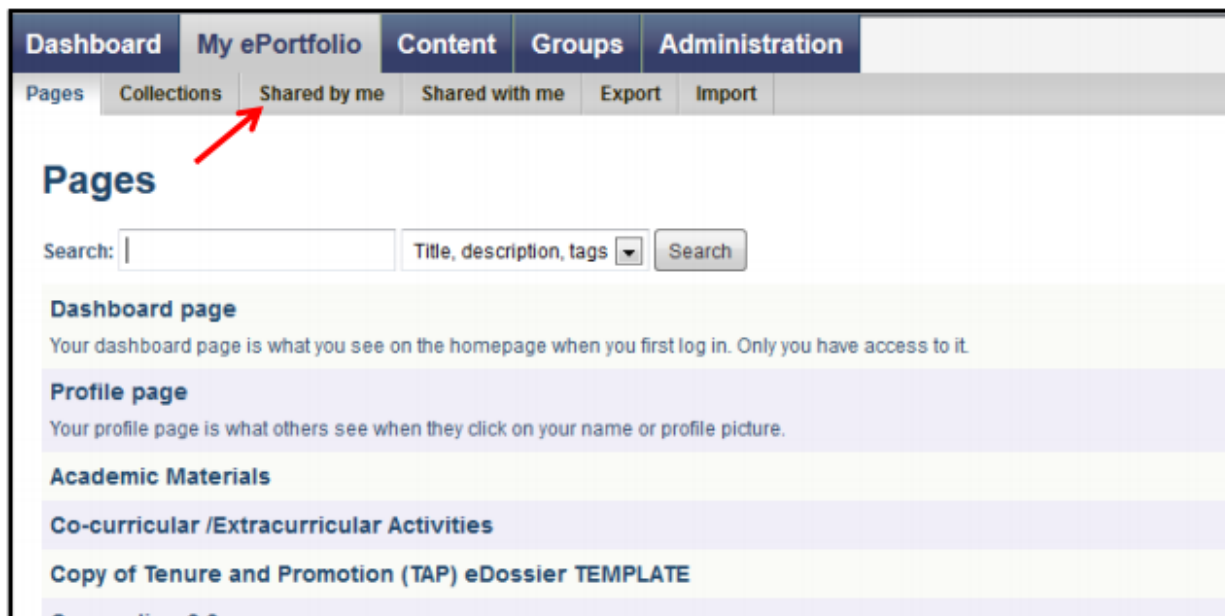


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- To receive feedback, make sure your pages are set to allow comments. To check, go to **My ePortfolio**.



- Then click **Shared by me**.

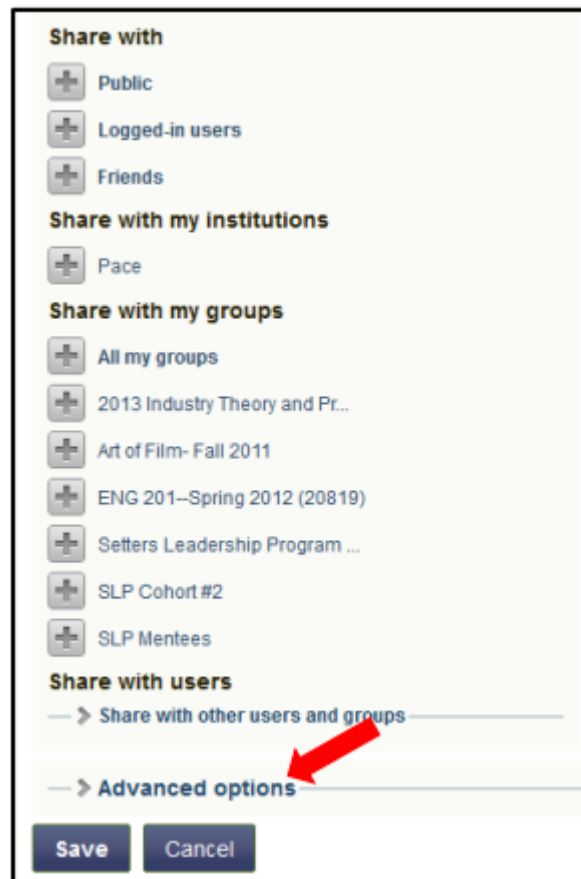


## TUTORIAL

- Click the **Edit Access** button next to the page where you wish to receive feedback.



- Click **Advanced Options**.



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### 7. Check **Allow Comments**.



Advanced options

**Allow comments**

If checked, users will be allowed to leave comments.

**Moderate comments**

Comments will remain private until they are approved by you.

**Allow copying**

Check this box if you would like the people who can see your selected pages / collections to be able to make their own copies of them, along with any files and folders they contain.

**Overriding start/stop dates**

If you want, you can set an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

**Access start date/time**

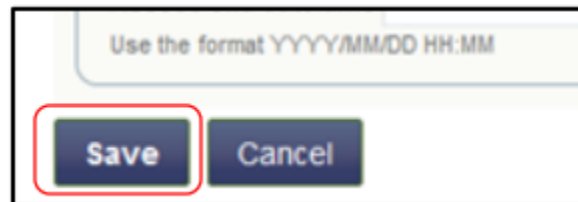
Use the format YYYY/MM/DD HH:MM

**Access end date/time**

Use the format YYYY/MM/DD HH:MM

**Save** **Cancel**

### 8. Click **Save**.



Use the format YYYY/MM/DD HH:MM

**Save** **Cancel**

**My Notes:**